

**JROTC SCHOOL OF CADET COMMAND (JSOCC)  
CERTIFICATION / RECERTIFICATION COURSE**

**STUDENT INFORMATION PAPER**

SUBJECT: STUDENT INFORMATION PAPER

1. Purpose. To provide general information to students attending the JSOCC Certification or Recertification Course.
2. Information.
  - a. The Certification and Recertification Course is conducted at, 2017 Cunningham Drive, Hampton, Virginia. Directions to the training facility from the contract lodging (Hampton Holiday Inn) can be downloaded from the JROTC Training webpage.
  - b. The Certification / Recertification Course will begin Monday, at 0730hrs and end no earlier than 1500hrs on Friday. Transportation to the training facility will depart from the front of the hotel at 0710hrs.
  - c. Your contract lodging is the Holiday Inn-Hampton located at 1815 West Mercury Blvd, Hampton, VA. 23666. Rooms are reserved for you so it is not necessary to make reservations. If you anticipate arriving after 1730 hrs, you should contact the hotel toll free 1-800-842-9370 or commercial (757) 838-0200 to insure that a room is held for you. The only expense you will incur while here will be for meals, phone calls, internet usage, and laundry. Transportation is provided daily from the hotel to the training facility.
  - d. Plan to arrive at the Holiday Inn **NOT EARLIER THAN 1600hrs** on the Sunday before class begins. Try to schedule incoming flights between 1630hrs and 1830hrs. If you are flying into Norfolk International Airport, the Holiday Inn Shuttle makes two trips to the Norfolk International Airport, one at 1700hrs departing for the Holiday Inn at 1730hrs, and one at 1900hrs departing for the Holiday Inn at 1930hrs. Limousine services charge as much as \$50.00 dollars (out of your pocket) to provide transportation to the Hampton Holiday Inn. You may obtain reimbursement for this expense when you file your travel/TDY voucher. **Rental cars are not authorized.** Upon arrival at the hotel report directly to the "check-in" desk and you will receive a Welcome Packet with a tentative training schedule, letter from the director, and directions to the training facility.

If you are driving, the Holiday Inn is located one block from the intersection of I-64 and Mercury Boulevard (Exit 263-B). From the east (Norfolk) take exit 263-B, stay in the right lane and take the first right into the Hampton Inn parking lot, continue to the right for the main entrance to the Holiday Inn. From the west (Richmond) take the **ONLY** exit for Mercury Boulevard, stay to the left on the exit ramp. At the light on Mercury Boulevard turn left and work your way to the far right lane. After you have passed under I-64 take the first driveway on the right at the Hampton Inn parking lot, continue to the right for the main entrance of the Holiday Inn Hampton.

e. Inprocessing will take place Monday morning at the training facility. You will need one copy of your TDY orders or DD Form 1610, authorizing you to attend the training and **verification of your height and weight**. The height and weight verification can be from a recent weigh-in (within 1 year), or a copy of your most recent appraisal. Failure to provide verification will result in a weigh-in and taping, (if applicable). As we continue to improve the appearance of the JROTC Museum please bring one unit patch and one unit crest for a display case.

f. **Uniform for the course will be Class B.** Appropriate civilian attire will be worn on the day of graduation.

g. The classroom is equipped with an internet ready notebook computer for each student to use throughout the course. You are encouraged to bring your personal notebook if one is available for use.

h. Class attendance is mandatory. The issuance of a certificate of completion is contingent upon completing the entire course and meeting course requirements for graduation and out-processing.

i. The **Certification** and **Recertification Course** out-processing will occur no earlier than 1500hrs on Friday. You should schedule your departure flight, if applicable, after 1730hrs on Friday. Your check-out time for the hotel is Friday morning prior to 0700hrs.

j. If your departure flight is scheduled for the day after graduation we will authorize one additional night of lodging. The Transportation Manager will coordinate transportation to your designated airport through the contract lodging representative.

3. If you need further assistance contact the Training Program Staff at 757-788-4582/4895, 757-896-9001/9002, or email [jrotctraining @monroe.army.mil](mailto:jrotctraining@monroe.army.mil).